

6 FAM 1760

USE OF GOVERNMENT BUILDINGS

6 FAM 1761 PUBLIC BUILDINGS SERVICE REGULATIONS

(TL:GS-1031; 8-7-67)
(State Only)

The regulations of the Public Buildings Service, General Services Administration, which are posted at the entrances of buildings occupied by the Department are, by this reference, made a part of these regulations.

6 FAM 1762 ELEVATOR SERVICE

(TL:GS-1031; 8-7-67)
(State Only)

In all buildings having elevators, the hours of service are posted beside the elevators, except where service is continuous.

6 FAM 1763 CARRYING AND STORING REFRESHMENTS

(TL:GS-1; 8-22-91)
(State Only)

Liquids or foods which are semiliquid are not to be carried in elevators except in covered containers. Candy, fruit, or other foods are not to be kept in offices overnight and empty soft drink containers are to be returned to the appropriate recycling location before the close of business each day.

6 FAM 1764 LOCKING OFFICES

(TL:GS-1; 8-22-91)
(State Only)

It is not necessary to lock offices during off-duty hours when there are adequate safeguards for the proper storage of classified materials. When it is necessary to lock offices to protect materials, the executive or administrative officer shall be requested to make arrangements with the Bureau of Diplomatic Security.

6 FAM 1765 CLOSING OFFICES

(TL:GS-1031; 8-7-67)

(State Only)

a. At the close of business each day, occupants are to:

(1) Close all windows; and

(2) Turn off all lights and other electrical equipment.

b. Lights and fans are also to be turned off when an office is left unoccupied for any lengthy period during the day.

6 FAM 1766 PLACEMENT OF EQUIPMENT

(TL:GS-1031; 8-7-67)

(State Only)

Furniture, equipment, or supplies are not to be placed in building corridors. Maps, charts, or posters may not be attached to the walls in offices. They may be attached to the woodwork or to cabinets, etc., if attached in such manner as not to deface the surface of the woodwork or equipment. They may also be framed and hung in the manner of pictures. Books and papers shall not be stored on window sills.

6 FAM 1767 RECOGNITION OF ORGANIZATIONS

6 FAM 1767.1 General

(TL:GS-1098; 5-6-83)

(State Only)

Existing regulations on the use of public spaces in the Department of State by organizations, or the use of bulletin boards by organizations, specify that "recognized" organizations may receive different treatment from those that are not. This regulation is intended to establish criteria and procedures for recognition of organizations by the Department for these purposes. Procedures for recognition of employee organizations as exclusive representatives of employees are in no way affected by this regulation; nor does recognition under this section create any rights to represent the interests of employees who are represented by an elected exclusive employee representative. Organizations, such as the Foreign Affairs Recreation Association, which already have been recognized for the purposes mentioned above under previously existing procedures, need not reapply for recognition. Use of the Diplomatic Reception Rooms is covered by 6 FAM 1730.

6 FAM 1767.2 Criteria

(TL:GS-1; 8-22-91)
(State Only)

a. The following kinds of organizations shall **not** be recognized:

(1) Profit-making organizations which promote commercial enterprises or commodities, unless the purpose for which the organization requests recognition would contribute substantially to the efficient and economic performance of assigned functions of the Department or the Foreign Service;

(2) Organizations that have a partisan, political, sectarian, or similar nature or purpose;

(3) Organizations which practice discrimination based upon race, creed, color, age, sex, physical handicap, or national origin; and

(4) Organizations which, in the judgment of the Department, have purposes or practices which are not in keeping with Department recognition or would reflect unfavorably upon the Department or the U.S. Government.

b. Among organizations which are not ineligible under paragraph a of this section, the Department shall give priority in recognition, when there are competing requests for the access which flows from recognition, to the following types of organizations in the order listed:

(1) Organizations sponsored by a senior official or officials when the organization is clearly affiliated with, or in support of, an official foreign policy or international program of the Government;

(2) Organizations of Federal employees, including retired employees; and

(3) All other organizations.

6 FAM 1767.3 Procedure

(TL:GS-1; 8-22-91)
(State Only)

a. The Director General of the Foreign Service and the Director of Personnel and the Assistant Secretary for Administration shall each designate one representative to consider and decide whether to recognize an organization which applies.

b. Any organization requesting recognition shall file a written application with the Chief, General Services Division, Office of Facilities

Management and Support Services, Department of State, Washington, D.C. 20520. The application shall include the following information:

- (1) The name of the organization;
- (2) A copy of its charter or bylaws;
- (3) Names and addresses of its officers;
- (4) A letter from an officer confirming that the application has been authorized by the organization;
- (5) The purpose for which recognition is sought; and
- (6) In the case of proposed use of facilities, the information required under 6 FAM 1729 .

c. In the event that the representatives designated in paragraph a of this section are unable to agree, the Deputy Assistant Secretary for Operations shall decide. If an applying organization is refused recognition, it may file a written appeal with the Deputy Assistant Secretary for Operations or the Assistant Secretary for Administration, as appropriate. The decision of the officer to whom an appeal is addressed shall be final.

6 FAM 1768 AND 1769 UNASSIGNED

